

Selection Process

The process will include a written exam, panel interview and other related test components. Successful completion of a background investigation, fingerprints and credit check are required for this position.

Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

THE CITY OF FREMONT IS AN  
EQUAL OPPORTUNITY EMPLOYER  
REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human

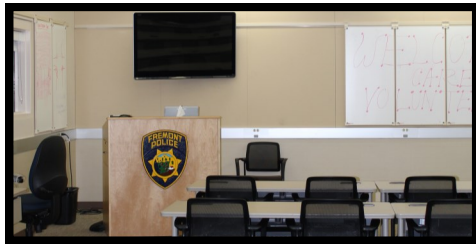
Resources of any special needs in advance of the selection process by calling (510) 494-4660.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.



Tentative Recruitment Schedule

First Review  
TBD  
Oral Board Interviews  
TBD  
Start Date  
TBD



Contact the City

Phone: (510) 494-4660  
Website: [www.fremont.gov/employment](http://www.fremont.gov/employment)

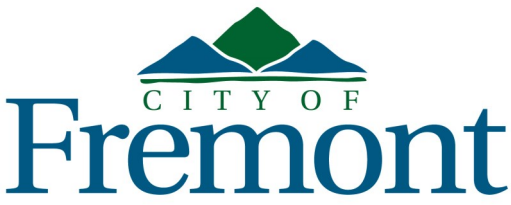
Human Resources Department  
City of Fremont  
3300 Capitol Avenue, Building B  
Fremont, CA 94538

Connect with Us:



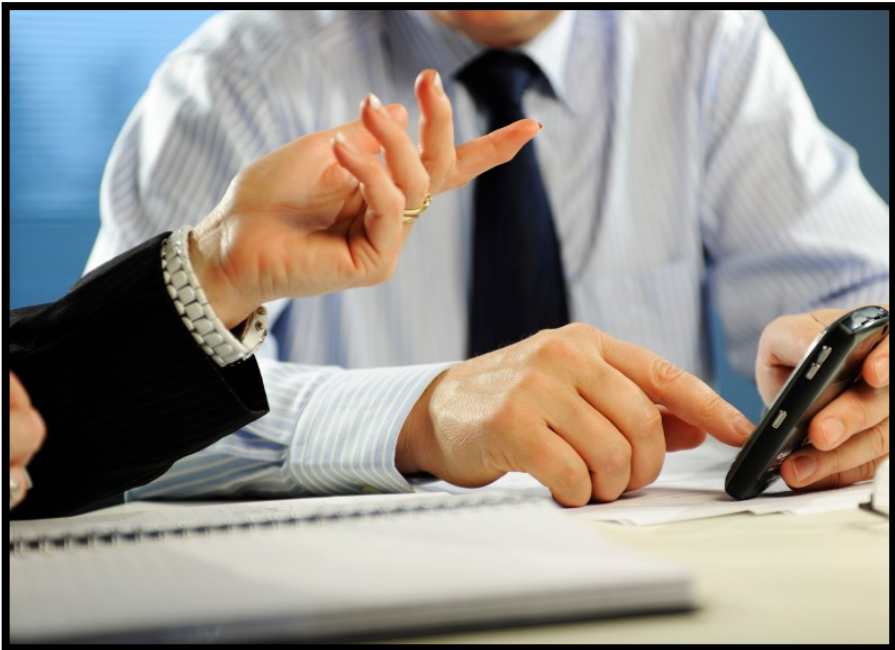
12POL24

Posted: 7/31/13



Make a difference in Our Community !  
Bring together the fiscal direction from City Officials with  
the needs of the Police Department. Apply for:

Business Manager—Police Department



The recruitment will remain open until filled.

# YOUR FUTURE IS IN FREMONT



## Fremont, a City on the Move!

Recently ranked fifth on the “Best Run City in America” list by *24/7 Wall St.* and America’s third “Sharpest, Smartest City” by *Reader’s Digest*, the City of Fremont is a City continuing to move forward! Located in the heart of the Bay Area and Silicon Valley, this strategically urban city prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, and an incredibly diverse population of over 215,000 residents.

As a full service City, Fremont employs over 840 regular employees and has an annual operating budget of \$149.8 million dollars . Fremont is an employer that values its people, creativity, quality service, integrity, open communication, mutual respect, and diversity. City of Fremont employees find their work challenging, and most importantly, enjoy the chance to make a difference through public service.

## **A Tradition of Excellence**

*Public Safety Through Professional Law Enforcement*

*Fremont Police Department Mission Statement*

The Police Department Business Manager is responsible for creating and participating in

developing financial tools and business strategies that support implementation of entrepreneurial activities and business plans in accordance with the goals of the Fremont Police Department.

## **Examples of Duties**

- Develop, manage and implement the operating budget and assist with the capital budget in accordance with Council priorities.
- Assist the Chief of Police in administration of departmental programs.
- Prepare annual Police Department reports as required by state law or various legal agreements.
- Oversee the budget throughout the year to ensure a balanced budget at year end.
- Propose, draft and review proposed policies and strategies, including organizational development.
- Develop, analyze and administer multi-year financial forecasts of revenues, expenditures and appropriations.
- Provide project management on assigned projects.
- Prepare reports, memoranda and recommendations to the City Management Team and the City Council.
- Develop, negotiate and administer internal and external contracts.
- Supervise, train and evaluate assigned staff.
- Plan, organize and conduct public meetings.
- Monitor and analyze costs and expenditures.
- Participate in professional training and development of management.
- Identify financial trends and provide analysis.
- Oversee purchasing, accounts receivable and payable, and payroll functions.
- Develop internal programs, processes and monitoring systems.

## **Education and Experience**

Any combination of education and/or experience

equivalent to a Bachelor’s degree in Business Administration, Economics, Finance or Public Administration and five years of progressively responsible professional level municipal financial services or administrative experience. A Master’s degree is desirable.

## **The Ideal Candidate**

The successful candidate will have a thorough knowledge of budgeting in the public sector; public and private business financial plan development; fiscal analysis; technical research methodologies and project management. In addition, the ideal candidate will:

- Have exceptionally strong financial analysis skills.
- Possess a working knowledge of California financial practices.
- Have professional level municipal financial/ administrative experience.
- Manage multiple complex projects concurrently and be attentive to detail.
- Understand and work within broad policy objectives.
- Be an excellent writer and communicator.
- Be able to work collaboratively with people both within and outside the organization.
- Focus on results that are highly valued by the customer.
- Be able to respond to abrupt changes in priorities.

## **Licenses/Certificates/Special Requirements**

- This positions requires possession of a valid Class C California Driver's License.



## **Compensation and Benefits**

The annual salary is \$94,036 — \$126,958 depending on qualifications. Current benefit features include:

### Cal PERS Retirement Benefit\*

- Classic Employees - 2 % @ 60 benefit, 3 yr. final average compensation.
- New Employees - 2% @ 62 benefit, 3 yr. final average compensation.
- Required PERS contributions vary by plan. All required contributions are tax deferred.
- Cafeteria Benefit Plan for employees/ dependents includes \$1,670.13/month for vision, medical and dental plans; child care and medical expenses can be paid for with pre-tax dollars.

A complete benefit summary can be found online at [Fremont.gov](http://Fremont.gov) or by using this link:

### [Benefit Summary](#)

This position is represented by the FAME bargaining unit. The probationary period for this position is twelve (12) months.

\*Refer to CalPERS web site for complete definitions of Classic and New employees: [www.calpers.ca.gov](http://www.calpers.ca.gov)

## **Application Instructions**

To be considered for this position, submit a completed City application, resume and questionnaire:

- ♦ Through our online application system at [www.fremont.gov/employment](http://www.fremont.gov/employment) or;
- ♦ To the Human Resources Department at 3300 Capitol Avenue, Building B, Fremont, CA 94538

The recruitment will remain open until filled. Candidates are encouraged to apply early.



## **SUPPLEMENTAL QUESTIONNAIRE**

### **GENERAL INFORMATION:**

The completion of this Supplemental Questionnaire is required for your application to be considered for Fremont's Police Department Business Manager position and is an integral part of the examination process.

This Supplemental Questionnaire will be used to evaluate your work experience as it relates to the position of Business Manager.

All answers given in this Supplemental Questionnaire regarding work experience are subject to verification. Any misrepresentation of information will be justification for disqualification from the examination process in accordance with the provisions of the City of Fremont's Personnel Rules.

### **DIRECTIONS:**

Please respond to each of the following questions. Be sure to include information citing the name of your employer, your dates of employment with that employer and your job title, in your response to each question. Please limit each response to 500 words or less.

Please describe your experience working within a highly structured, hierarchical organization. What worked well for you in that structure and what were your biggest challenges?

Please describe the most complex and challenging financial analysis for which you had the lead responsibility for the final result? What were the challenges and lessons learned, if any?

When working with a broad range of stakeholders within and outside of the organization, what methods have you found to be effective to gain a common understanding of the issues?